

FREDERICK COUNTY DIVISION OF PARKS & RECREATION  
355 Montevue Ln, Suite 100 • Frederick, MD 21702-8213  
301-600-1646 • 301-600-2595 Fax

**SPECIAL REQUEST PERMIT**

*Complete Area in Box Only*

*Revised 2/12/14*

|  |  |                             |               |
|--|--|-----------------------------|---------------|
| Name of person completing form: _____  |  | Phone #: _____              |               |
| Park or Facility Requested: _____  |  | Location Within Park: _____ |               |
| Intended Use: _____  |  |                             |               |
| Name of Group: _____   |  | Today's Date _____          |               |
| Group Contact Person: _____  |  | # People Expected: _____    |               |
| Address: _____   |  |                             |               |
| City: _____  |  | State: _____                | Zip: _____    |
| Email _____  |  |                             |               |
| Home Phone: _____  |  | Work/Cell Phone: _____      |               |
| Date of Event: _____   |  | Time Beginning: _____       | Ending: _____ |
| Your Requests: _____   |  |                             |               |
| _____  |  |                             |               |
| Services Requested From Parks and Recreation: _____  |  |                             |               |
| _____  |  |                             |               |
| _____  |  |                             |               |
| 1. Are goods or food being sold during this activity? _____ Yes _____ No (If yes, a Sales Permit is required.)                 |  |                             |               |
| 2. Is a registration/materials/admission fee being charged? _____ Yes _____ No (If yes, an Organizational profile is required) |  |                             |               |
| 3. Is this a non-profit organization? _____ Yes _____ No?  |  |                             |               |

| Required Approval only if it pertains to below staff: (Initial & Date on Line) | Required Approval: (Initial & Date on Line) |
|--|---|
| Rose Hill Manager (for Rose Hill Only)   | Reservationist                              |
| Naturalist (FR-For Fountain Rock Only)   | Park Foreman                                |
| Naturalist (CC-For Catoctin Creek Only)  | Park Services Coordinator                   |
|  | Field Reservationist                        |
| Rec Superintendent (For Rec Programs Only)                                     | Park Superintendent                         |
|  | Division Director                           |

|  |
|--|
| <b>Comments:</b> _____<br>_____<br>_____ |
|--|